



GEORGIA DEPARTMENT OF TECHNICAL AND ADULT EDUCATION
Sonny Perdue, Governor

Ronald W. Jackson, Interim Commissioner

October 12, 2007

Mrs. Elizabeth P. Archer
Inspector General
2 MLK, Jr. Drive
1102 West Tower
Atlanta, Georgia 30334

RE: RESPONSE TO OIG REPORT OF INVESTIGATION FILE NUMBER 07-015
SAVANNAH TECHNICAL COLLEGE

Dear Ms. Archer:

The Executive Staff of the Department of Technical and Adult Education (hereinafter DTAE) has reviewed the report of the Office of Inspector General (hereinafter OIG) and submits this response.

In its totality, the report's findings indicate at the very least a disappointing lack of judgment by the president at Savannah Technical College. The Commissioner of DTAE will address these issues directly with that president.

The findings also indicate areas of weakness that should be examined system wide. As a result of this investigation, DTAE will provide ethics training to all presidents at an upcoming President's Council and will take steps to tighten the statewide live work projects policy.

The OIG offered five recommendations to DTAE and requested a written response within 30 days of issuance of the report on the implementation of these recommendations. The requested information is as follows:

- 1. STC should conduct periodic training for all staff members who may be involved in the disposal and/or redistribution of state property to ensure compliance with surplus property laws and rules.**

Savannah Technical College will conduct periodic training for all staff members who may be involved in the disposal and/or redistribution of State property to

ensure compliance with surplus property laws and rules. Each year in the third week in May, Savannah Technical College hosts a college-wide Faculty and Staff Development Day. During that day the College is closed to students and the entire day is focused on staff development. During the staff development day (May 2008) a college-wide presentation on disposal/redistribution of State property and general property management policies and procedures will be provided for all faculty and staff. Mr. Kevin Chieves (Certified Georgia State Purchasing Agent and Savannah Technical College Purchasing Manager) will conduct this session. This will serve as the base line training for all employees. Additional training on a periodic basis will be conducted during the annual staff development day and will be incorporated into the required training for P-Card holders.

In addition to this Mr. Chieves will provide a special training session for all of the direct reports to the President and the Executive Vice President. A listing of these individuals follows:

Direct Reports to the President, C. B. Rathburn

Ken Boyd, Vice President of Economic Development
Gail Eubanks, Director of Enrollment Management and Marketing
Paula Fowler, Executive Assistant to the President
Reg Hendricks, Executive Vice President
Melinda Laager, Director of Development and Institutional Advancement
Sue Turner, Vice President of Administrative Services

Direct Reports to the Executive Vice President, Reg Hendricks

Donna Baker, Early Childhood Program Manager
Tim Brooks, Chief Information Officer
Al Cunningham, Dean of General Studies Programs
Joseph Franklin, Dean of Occupational and Technical Programs
Alvenia Jones, Administrative Assistant to the Executive Vice President
Marcia Jones, Dean of Allied Health Programs
Anita Kirkpatrick, Director of Institutional Effectiveness
Verlene Lampley, Vice President of Student Success
Terrie Oliver, Director of Liberty Campus
Mike Patterson, Dean of Business and Services Programs
Carol Paulk, Special Projects Assistant
Berthenia Williams, Director of CISCO Programs
Heather Walker, Faculty Senate Representative

These individuals make up the key leadership and management structure of the organization and will be held responsible for ensuring that everyone within their organization is aware of this information. This training will be completed by December 2007.

- 2. The \$4,500 check which originated from the sale of Montessori supplies should be remitted to the Department of Administrative Services Surplus Property Division.**

A \$4,500 check from the Savannah Technical College Foundation made payable the Department of Administrative Services Surplus Property Division was prepared on September 7, 2007 and hand delivered to Commissioner Jackson on Thursday, September 20, 2007.

- 3. All individuals who serve in a supervisory or management position within the college should review the Governor's Code of Ethics, specifically the Conflict of Interests provision.**

Copies of the Governor's Executive Order on Ethics, specifically the conflict of interest provisions, are being prepared for review by the leadership structure of the College (a listing of these individuals is contained in Section 1 above). A discussion and presentation of this material will be provided to the President's Council by Kristi Wolfersberger, General Counsel, Department of Technical and Adult Education and to the Executive Vice President's staff by Dr. Reg Hendricks. These activities will be completed on October 22, 2007.

In addition, DTAE General Counsel will present the Governor's Executive Order on Ethics to all the Technical College presidents at the President's Council meeting on November 1, 2007.

- 4. DTAE should conduct a system-wide review of all technical colleges to determine compliance with the requirement that each school establish a local live work policy.**

DTAE has requested and received a copy of the local live works policy/procedure from each college. During this review, it was observed that the policies/procedures were not consistent and needed guidance from the state policy level. Attachment A is a draft copy of the Statewide Live Work Projects Policy which will be presented to the State Board of Technical and Adult Education at their November meeting. The draft State Policy includes requirements for local policies which mirror the OIG recommendations for Savannah Technical College.

- 5. STC should establish a local live work policy which clearly addresses the following:**

- a. Differentiates which programs are eligible to perform live work;**
- b. Establishes what type of work may be performed, eliminating the potential for liability risks;**
- c. Defines the types and scope of live work projects which may be performed for profit and those for which the college will only be reimbursed for actual costs associated with staging the event or activity;**

- d. Prioritizes those for whom live work may be performed (students, instructional faculty members, outside organizations);
- e. Sets the parameters for when live work may be conducted (during school hours);
- f. Reiterates that live work may not be performed by instructors alone for the benefit of others, and must in all cases, involve student participation;
- g. Sets the procedures that must be followed when live work is conducted (scheduled in advance, incorporated into the instructional plan, forms, etc.)
- h. Informs customers that they assume the risk of the work and waive any liability of the college;
- i. Emphasizes that the students and facilities may not be used for personal gain or profit;
- j. Informs customers that the purchase of parts and supplies for live work are required to be provided by the customer;
- k. Articulates that live work projects should not be of a production nature or in competition with private enterprises.

Savannah Technical College will establish a revised local Live Work Policy. This policy will be developed and presented to the Local Board of Directors once the statewide review has been completed and a new DTAE Live Work Policy has been established. This will be done in this order to make sure that the local live work policy is in compliance with the new state policy.

Please do not hesitate to contact me if you have any questions or need any additional information.

Sincerely,



Ronald W. Jackson

Attachment

SAVANNAH TECHNICAL COLLEGE
FOUNDATION, INC.
PO BOX 8878
SAVANNAH, GA 31412

FIRST CHATHAM BANK
38-2013/612

2115

9/12/2007

COPY

PAY TO THE ORDER OF Dept. of Admin. Services Surplus Property

\$ **4,500.00

Four Thousand Five Hundred and 00/100*****

DOLLARS

Dept. of Admin. Services
Surplus Property Division
200 Piedmont Avenue
Suite 1804, West Tower
Atlanta, GA 30334-9010

COPY

Jeff Center

MEMO

Per OIG

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